



## Facilitator's Guide

### **Energy Efficiency Expert Evaluations**

Offered Live on June 5, 2014  
1:30 – 3:00 ET

Archived afterwards for 24/7 viewing at  
[http://apps1.eere.energy.gov/femp/training/first\\_thursday\\_seminars.cfm](http://apps1.eere.energy.gov/femp/training/first_thursday_seminars.cfm)

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## Energy Efficiency Expert Evaluations

### Purpose

Sponsored by the Department of Energy's Federal Energy Management Program (FEMP), *First Thursday Seminars* are training opportunities targeting Federal energy, facility, environmental, and fleet professionals. These seminars are specifically designed to meet Federal professional competencies designated as a result of the Federal Building Personnel Training Act.

**FEMP is an authorized provider of continuing education units (CEUs) from the International Association for Continuing Education and Training (IACET). By participating in the seminar and successfully completing a quiz, participants may earn CEUs. Participants must be pre-registered to obtain CEUs.**

### Your Role as Facilitator

We greatly appreciate your help in serving as a site facilitator for the Department of Energy, Federal Energy Management Program (FEMP) *First Thursday Seminars*. You are very important to the success of these satellite broadcasts, and your commitment to the following roles is critical to the success of these training initiatives.

### Prior to the Seminar

- Post appropriate signs to notify potential attendees of the location, date, times and registration process for the first training session. Promotional flyers and other materials for each seminar can be downloaded from [http://apps1.eere.energy.gov/femp/training/first\\_thursday\\_seminar\\_materials.cfm](http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_materials.cfm). Utilize your local process to "book" the facility where the broadcast will be viewed.
- Print the sign-in Roster that can be accessed at [http://apps1.eere.energy.gov/femp/training/pdfs/fft\\_roster.pdf](http://apps1.eere.energy.gov/femp/training/pdfs/fft_roster.pdf) and have each attendee sign in. Fax the Roster to 865-381-0554. **In order to receive the broadcast signal, FEMP must receive a roster in advance of the broadcast.**
- Ensure that the viewing room is equipped to accommodate the registered participants as well as a few unregistered attendees.
- Print copies of the Learner Guide available at [http://apps1.eere.energy.gov/femp/training/course\\_detail\\_live.cfm/CourseDatId=2587](http://apps1.eere.energy.gov/femp/training/course_detail_live.cfm/CourseDatId=2587)
- Manage the technical aspects of the Broadcast. Technical contact numbers and emails may be printed as part of the facilitator information found at [http://apps1.eere.energy.gov/femp/training/first\\_thursday\\_seminar\\_troubleshooting.cfm](http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_troubleshooting.cfm).

### During the Seminar

- Greet program participants and provide them with a Learner Guide if they do not bring one with them.
- Make the participants feel comfortable. Indicate where restrooms can be found, help participants find seating, and handle any requirements for special accommodations.
- Encourage questions. During the live broadcast, handle questions by either dialing the toll free number 800-775-3728, faxing questions to 865-381-0554, or by sending an email to [FTS@energyworkshops.org](mailto:FTS@energyworkshops.org).
- For technical issues during the workshop, call 865-974-5069 for downlink facility, 865-974-7561 for Video-conferencing/webcast trouble, 877820 0305 or 888-820-4898 for Federal networks trouble (DLnet), or you may email [ruleb@tds.net](mailto:ruleb@tds.net).

### After the Seminar

- FEMP is an authorized provider of continuing education units (CEUs) from the International Association for Continuing Education and Training (IACET). Remind participants that by participating in the seminar and successfully completing a quiz, participants may earn CEUs. Participants must be pre-registered to obtain CEUs.
- Following the viewing of the satellite broadcast, you are asked to conduct a 10 to 15 minute conversation with the participants about their learning. Your role will be to ask questions to stimulate thinking and discussion.

### Sample Discussion Questions

1. Do you have opportunities to incorporate Energy Efficiency Expert Evaluation processes into your future energy efficiency planning?
2. Could you use a "sister facility" approach to provide some outside objectivity?
3. Could you use the Energy Efficiency Expert Evaluations as your Energy Audit/Assessment?
4. Would the Energy Efficiency Expert Evaluations serve as a pre-cursor to retro-commissioning for your facilities?